

Date:

Request for One-Time Purchasing Authority Goods

Date Form Prepared: _____

All the questions on the attached sheet must be answered in order for this request to be processed.

Requesting Department Information

Department: (Name and Address)		Telephone #: ()
Dept. Contact Name:	Email Address:	FAX #: ()

Required Contract Information

Project Name:		
Estimated \$ Amount: \$	Estimated Bid Release Date:	

Provide a brief description of the required acquisition, including all the services the contractor will provide:

Required Approvals

<p>DEPARTMENT AGREEMENT: At any time during the procurement, the DGS-PD will assist the department, as requested. This may be in the form of solicitation development, document review, evaluation assistance, etc.</p> <p>At the conclusion of the procurement department agrees to submit one copy of the RFQ/IFB including all Addenda, one copy of all Final Bids submitted, one copy of the final negotiated contract and the Final Evaluation and Selection Report to the DGS-PD Purchasing Authority Management Section for concurrence with selection for award PRIOR to contract award.</p> <p>Signed By: _____ Date: _____ (Purchasing Authority Contact)</p>	<p>PURCHASING AUTHORITY MANAGEMENT APPROVAL:</p> <p>Approved:</p> <p>Signed By: _____ Date: _____ Judy Heringer, Manager Purchasing Authority Management Section DGS/Procurement Division (916) 375-4348 email: judy.heringer@dgs.ca.gov</p> <p>CC: Russ Guarna, Acquisitions Branch Manager Bob French, One-Time Acquisitions & Contracts Manager</p>
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Please provide narrative responses for the following:

1. Briefly describe the RFQ/IFB process to be used and what phases will be utilized for this procurement. Provide a list of the procurement's key action dates.
2. Describe the evaluation methodology proposed for this project, including:
 - the administrative and technical criteria and how they will be assessed
 - any risk mitigation measures being considered and how they will be evaluated.
3. What kind of peer review will your Agency use to ensure that the RFQ/IFB:
 - includes all pertinent requirements,
 - thoroughly integrates the requirements with the evaluation methodology, and
 - has been read and edited for content, spelling and grammar.
4. What kind of contract security document (i.e., irrevocable letter of credit, certificate of deposit or performance bond) is required by the RFQ/IFB? What percentage of the estimated value of the procurement does the security document represent? What were the considerations in selecting the type of security document?
5. How will your Agency ensure that the process for competition is open and competitive?
What methods will be used to solicit competition?

Request for Interest (RFI)? If yes, how was the list compiled _____

Was the bid advertised in the California State Contracts Register? _____

Or, another publication? _____
6. Is there potential for California certified small businesses (SB) and disabled veteran business enterprises (DVBE) to participate in this solicitation? How will your RFQ/IFB be structured to facilitate participation SB's and DVBE's?

7. Describe the State's procurement project management team. List the key personnel by name and title and include their procurement experience.
8. Describe the contract implementation project management team if required by the RFQ/IFB. List the key personnel by job title and required experience.
9. The State's General Provisions must be incorporated into the RFQ/IFB. A department's specific business needs should be included in a Special Provisions attachment along with other additional project specific, unique language, including a Statement of Work as applicable. Note that no modifications to the General Provisions are allowed and if needed must be approved by Procurement Division in advance of publication of the RFQ/IFB. See our web site at: www.pd.dgs.gov
10. Are there any political issues that could affect the solicitation?
11. Have all required approvals been received (i.e., Department of Finance, Department of General Services)? Include a copy of the approval documents.
12. Describe any other significant factors affecting this project.